

Name: _____

STATEMENT OF ANTICIPATED LEAVE

During my last 45 days of service I anticipate taking the following amount of Annual Leave _____(number of days).

If you are requesting Terminal Leave* (retirement only) please indicate below:

I request terminal leave with a start date of _____, and end date of _____.
(Your request will be sent to the Director, NOAA Corps for approval)

(Signature)

Endorsed by: _____
Commanding Officer/Supervisor

**My final address after my resignation/separation/retirement will be:
(must be completed)**

*NCR Chapter 6, Part 1, Section 06106

TERMINAL LEAVE

Terminal leave will normally be granted when requested in order to preclude the loss of leave and to minimize accrued leave. If such leave is desired, the officer must have retirement orders in his/her possession and have completed separation processing before departure on leave; and the retirement date must occur immediately following completion of the authorized leave period. Terminal leave will not normally be granted in conjunction with nonretirement separation.

RETURN THIS FORM TO OPMD 60 DAYS PRIOR TO RETIREMENT DATE.